



**RENFREW COUNTY DISTRICT SCHOOL BOARD
PERMIT FOR THE USE OF SCHOOL FACILITIES (SHORT TERM)**

1. **SCHOOL:** _____

2. **APPLICANT:**

Name of Organization: _____

Address: _____

Telephone Number: _____

Purpose or Nature of Gathering: _____

Anticipated Attendance: _____ Admission Charge: _____

Name of Person Responsible for Supervising the Event(s): _____

Telephone Number: _____

3. **FACILITIES REQUESTED: (Check ✓)**

Classroom(s) Number of classrooms required _____ Gymnasium: Single Double

Cafeteria Lunchroom Auditorium Playing Field General Purpose Room

Other (please specify): _____

Equipment: P.A. System Piano Grand Piano

4. **DATE(S) AND TIME(S) REQUESTED:**

Date(s): _____ Time: From _____ To _____

_____ From _____ To _____

5. **FEES: To be paid in full prior to the event.** (Reference Board Fee Schedule at www.renfrew.edu.on.ca/do/use_of_schools.htm)

Category: _____ **Total**

Rental of Accommodation _____ G.S.T. _____ Cash

Rental of Equipment _____ G.S.T. _____

Custodial Charges _____ N/A _____ Cheque

Insurance (if applicable) _____ P.S.T. _____

Total _____

6. **INSURANCE:**

The APPLICANT acknowledges that they are NOT insured by the Board's Property and Liability Insurance. The APPLICANT has attached proof of insurance coverage naming the Board as an additional insured (where applicable). Attached

The APPLICANT acknowledges and agrees to observe the "Terms Governing the Use of School Facilities" printed on the back of this PERMIT.

The PRINCIPAL of the school reserves the right to cancel the PERMIT without notice upon a breach of any of the rules and regulations.

7. **EMERGENCY EVACUATION**

The APPLICANT acknowledges that they are responsible for (a) establishing an emergency evacuation plan and (b) the execution of an evacuation of persons with disabilities in the case of an emergency during use of the premises as referenced in Board Administrative Procedure 313 (copy of which is available from the school or at www.renfrew.edu.on.ca/rcdsb/Policies/procedures.htm).

Date of Application

Signature of Applicant (Authorized Official)

Date of Issue

Signature of Principal

~ NOT A VALID PERMIT UNTIL SIGNED BY BOTH PARTIES ~



RENFREW COUNTY DISTRICT SCHOOL BOARD PERMIT FOR THE USE OF SCHOOL FACILITIES (SHORT TERM)

General

The Board favours public use of school buildings and playgrounds by outside groups. Use of school facilities by outside groups must not, however, prejudice their service to school curricular or extra-curricular activities, or the Continuing Education Program. As such, the BOARD reserves the right to cancel this PERMIT should it become necessary to use the facilities for school purposes or for failure by the outside group to comply with these rules and regulations.

Reservations

1. This PERMIT must be completed and returned to the Principal prior to the event and if approved, rental and other fees must be paid in advance. Any additional costs related to damage or unauthorized entry, call back will be invoiced by the Board to the PERMIT holder.

Use of Facility and APPLICANT Responsibilities

1. The APPLICANT shall:
 - (a) be responsible for the conduct and supervision of all persons admitted on or into school premises and must observe the directions of the Principal for the use of such facilities and the Rules stated herein;
 - (b) provide ADEQUATE ADULT SUPERVISION (adult is 18 years of age or older) to accompany all user groups. This adult must supervise their group(s) at all times during the rental period and all areas of the premises that have been rented. It is the responsibility of the user group supervisor to ensure that:
 - their group use only rooms indicated in their rental application along with associated corridors and washrooms;
 - their group vacate the premises prior to the time indicated on this rental permit;
 - damage to the premises and Board property is not permitted. Groups using gymnasiums for athletic activities must wear footwear of a type which will neither mark nor damage the floor.
2. Smoking or the use of tobacco products will not be permitted in the schools or on school property in accordance with Board Policy.
3. Board Policy does not allow for the use or possession of alcoholic beverages in the school or on Board premises.
4. This PERMIT does not include the use of school equipment unless authorized by the Principal under this PERMIT. Specific arrangements for such use, including a rental fee, if any, must be made with the Principal. An operator, e.g. AV Technician, may be provided at user cost if agreed upon. The Principal may levy a fee for piano tuning where it is warranted.
5. The APPLICANT must vacate the premises no later than **10:30 p.m.** unless special arrangements have been made with the Principal as indicated on this PERMIT.
6. The APPLICANT is responsible for parking and other possible problems arising from the use of school grounds. It must prevent members and spectators from parking cars on school lawns or any other unauthorized areas.
7. No equipment shall be brought onto the school premises without the Principal's permission and such equipment shall not be attached to the floors or the walls or allowed to remain in stairways or in the corridors. The BOARD will not be responsible for equipment brought onto the school premises by the APPLICANT.
8. For events where public performances of musical works take place during concerts or other shows (including comedy shows or magic shows), the APPLICANT must complete and forward to SOCAN:
 - the licence application (including an official program of the event or a list of the works performed at the event);
 - the name and address of the promoter of the event as well as the date of the event;
 - the applicable licence fees.

BOARD Rights and Responsibilities

1. The Board may refuse any application by any person or group.
2. Only Board personnel shall assign duties to Board employees in connection with the rental of school facilities and the cleaning and closing of rented buildings.
3. The Principal, Vice-Principal or Caretaker of the building may be assigned a duty during the hours of possession by the user or school group.
4. PERMITS may not be assigned or transferred.

Miscellaneous

1. Board facilities are not intended to compete with private enterprises or commercial ventures. Public dances for private or corporate gain will not be allowed in school buildings when public halls are available in the community or within reasonable distance thereof.

Liability and Insurance

1. The APPLICANT shall indemnify and save harmless the BOARD from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon Board premises.
2. The APPLICANT agrees to assume full responsibility for the acts and conduct of all persons admitted to Board premises under this PERMIT.
3. The APPLICANT is NOT insured under the Board's liability and property insurance for their activities on Board premises. The APPLICANT must carry liability insurance to protect them when using Board facilities naming the BOARD as an additional insured. The APPLICANT shall request a Certificate of Insurance from their insurer for General Liability Insurance in the amount of **\$1 million** naming the "Renfrew County District School Board" as an additional insured on the policy. The Board may purchase insurance for those groups who are unable to provide a Certificate of Insurance and the cost will be recovered from the group in advance of the rental date. A Certificate of Insurance must be attached to the PERMIT before it can be approved.

Fire Prevention

Applicants must ensure that:

- an emergency evacuation plan has been prepared and communicated;
- fire exit doors and equipment are not blocked or covered up;
- posted occupancy capacities are not exceeded;
- there are no open sources of flame or ignition;
- only CSA approved appliances or equipment is used;
- electrical receptacles are not overloaded;
- the use of cooking appliances is approved by the Principal.

Upon hearing a fire alarm:

- exit the building immediately;
- close all doors upon exiting;
- do not re-enter the building until approval from the Fire Department has been given.